

November 15, 1996

**MEMORANDUM**

To: Administrators of Licensed Hospitals, Nursing Homes, Intermediate Care Facilities for the Mentally Retarded, Community Residential Care Facilities, Ambulatory Surgical Facilities, Residential Treatment Facilities for Children and Adolescents, Outpatient Facilities for Chemically Dependent or Addicted Persons, Day Care Facilities for Adults and Renal Dialysis Facilities

Alan Samuels, Director

Division of Health Licensing



Reportable Accidents/Incidents which must be reported to Health Licensing

Licensing standards for your facility require you to notify this division in the event of certain accidents and incidents in your facility that are identified on the attachment to this memorandum. Reporting requirements for each facility vary. Despite these differences, we have established a data base to manage the information that has been submitted.

Our Assessment Program is charged with identifying and reviewing trends which impact the licensing of health and other care facilities and programs. At this time, emphasis is being given to the review of reportable accidents and incidents. Upon study of the information maintained in this data base, we anticipate being able to identify trends facilities and programs are currently experiencing. Upon trend identification, we plan to formulate specific courses of action. Those actions might include regulation amendment, promotion of educational opportunities, and to work in partnership with specific facilities regarding quality assurance programs. We are requesting your assistance with compilation of this data. Please review the current format that you are using to report incidents and accidents to insure it provides the following information:

Facility/Program Name	Extent/Type of Injury and How Treated, e.g. hospitalization
Client Age and Sex;	Identified Cause of Incident/Accident
Date of Incident/Accident/Location	Internal Investigation Results if Cause Unknown
Witness Names	Identity of Other Agencies Notified of Incident
	Date of the Report

The attached form for reporting incident reports is provided as a model. Use of this form is at your discretion. It is not intended to replace the form you are using to record incidents.

**Regardless of the format you use, please insure that it includes the above noted information.**

**ACCIDENT/INCIDENT REPORT**  
(Attach additional pages if necessary to provide full report)

Facility/Program Name: \_\_\_\_\_  
Client Age: \_\_\_\_\_ Sex: \_\_\_\_\_ Date and Time of the Incident: \_\_\_\_\_  
Specific location of the incident: \_\_\_\_\_  
Describe time of last observation and resident condition: \_\_\_\_\_

Incident witnessed by staff \_\_\_\_\_ other clients \_\_\_\_\_ visitors \_\_\_\_\_  
Names of Witnesses: \_\_\_\_\_  
Describe the incident and injury: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe client and witness statements that assisted in determining the cause of the incident: \_\_\_\_\_

What caused the incident? If undetermined, summarize action to determine cause and investigative conclusions: \_\_\_\_\_  
\_\_\_\_\_

At the time of this report the investigation has not been concluded. Investigative results will be forwarded: \_\_\_\_\_ (Check if applicable.)

Physician: \_\_\_\_\_ Responsible Party: \_\_\_\_\_  
Was the physician notified? Date/Time \_\_\_\_\_ Orders: \_\_\_\_\_  
Responsible Party? Date/Time \_\_\_\_\_  
If the physician and/or responsible party were not notified, please explain why: \_\_\_\_\_

Describe treatment provided at the facility, physician's office, and/or hospital emergency room: \_\_\_\_\_  
\_\_\_\_\_

Was the client hospitalized?(circle) Yes No Where? \_\_\_\_\_  
Was the incident reported to other agencies with oversight of the facility/program, e.g., Law Enforcement, Ombudsman, ? No Yes  
Agency(ies): \_\_\_\_\_ By letter(s): \_\_\_\_\_ phone: \_\_\_\_\_  
fax(s): \_\_\_\_\_ Date/time: \_\_\_\_\_ Person(s)Contacted \_\_\_\_\_  
Describe preventive actions, if any, taken by the facility in response to the incident: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify the above information to be a true and accurate description of the incident.

\_\_\_\_\_  
Signature and title of person making report

\_\_\_\_\_  
Date

**R61-16, Standards for Licensing Hospitals and Institutional General Infirmaries, Section 206.2:**

A record of each accident and/or incident occurring in the facility, including medication errors and adverse drug reactions, shall be retained. Incidents resulting in death or serious injury, e.g., a broken limb, shall be reported, in writing, to the Division of Health Licensing within ten days of the occurrence.

**R61-17, Standards for Licensing Nursing Homes, Section B.(7) and R61-13, Standards for Licensing Habilitation Centers for the Mentally Retarded or Persons with Related Conditions, Section B.(7):**

- (a) A record of each accident and/or incident, involving residents, staff or visitors, occurring in the facility or on facility grounds shall be retained. Accidents/Incidents resulting in death or serious injury shall be reported in writing to the Division of Health Licensing within ten days of the occurrence.
- (b) Serious injuries shall be considered as, but not limited to fractures of major limbs or joints, severe burns, severe lacerations, severe hematomas, and suspected abuse.
- (c) All accidents/incidents shall be reviewed, investigated if necessary and evaluated in accord with facility policy.

**R61-84, Standards for Licensing Community Residential Care Facilities, Section 903, in part,:**

Incidents, accidents and/or sudden illness resulting in death, and serious injury or illness requiring hospitalization shall be reported, in writing to the Division of Health Licensing of the department within 10 days of the occurrence.

**R61-91, Standards for Licensing Ambulatory Surgical Facilities, Section 304. H.:**

The following essential documents and references shall be on file in the administrative office of the facility: . . .

- H. A record of each accident or incident occurring in the facility, including medications errors, and adverse drug reactions. Incidents resulting in serious injury or death shall be reported, in writing, to the licensing agency within 10 days of the occurrence.

**R61-103, Standards For Licensing Residential Treatment Facilities for Children and Adolescents, Section C.(4)(h):**

The following essential documents and references shall be on file in the administrative office of the facility:

- (h) a record of each accident or incident occurring in the facility, including medications errors and drug reactions. Incidents resulting in hospitalization or death shall be reported in writing to the Department within 10 days.

**R61-93, Standards for Licensing Outpatient facilities for Chemically Dependent or Addicted Persons, Section 302.C:**

The administrator shall take all reasonable precautions to assure that no client is exposed to, or instigates such behavior as might be physically or emotionally injurious to himself or to another person at the facility.

1. The facility shall have written plans outlining measures to be taken when any incident resulting in injury or death occurs at the facility.
2. Such incident shall be reported in writing to the S.C. Department of Health and Environmental Control within 5 days of the occurrence.

**R61-75, Standards for Licensing Day Care Facilities for Adults, Section F.(3)(d):**

(d) Incident and Accident reports: A record of each accident or incident occurring in the facility shall be prepared immediately. Accidents resulting in serious injury or death shall be reported, in writing, to the Department within 10 days of the occurrence.

**R61-97, Standards for Licensing Renal Dialysis Facilities, Section 310:**

A record of each accident or incident occurring in the facility, including medication errors and adverse drug reactions shall be prepared immediately. Accidents resulting in serious injury or death shall be reported, in writing, to the licensing agency within 10 days of the occurrence. Accidents and incidents that must be recorded include but are not limited to:

- A. Those leading to hospitalization;
- B. Those leading to death;
- C. Use of the wrong dialyzer on patient;
- D. Blood spills of more than 75ml.;
- E. Hemolytic transfusion reactions;
- F. Reactions to dialyzers.